



STATE OF NEW MEXICO

Department of Military Affairs

47 Bataan Boulevard

Santa Fe, New Mexico 87505-4695

15 December 1999

MEMORANDUM FOR All New Mexico Army and Air National Guard Personnel

SUBJECT: Equal Employment Opportunity Policy

1. References:

- a. NGR (AR) 690-600/NGR (AF) 40-1614.
- b. NGR (AR) 600-22/NGR (AF) 30-3.
- c. Equal Employment Opportunity Commission (EEOC) 5 CFR, part 1614.

2. The Equal Employment Opportunity (EEO) Policy is a critical aspect of every employee, especially for personnel in supervisory and managerial positions within the New Mexico National Guard. Supervisors/managers will ensure that all New Mexico National Guard employees work in an environment free from any form of unlawful discrimination or sexual harassment. Adherence to this policy will provide for the fair, equitable, and nondiscriminatory treatment of all employees. Consequently, employee's will not be subjected to unlawful discrimination on the basis of race, color, religion, gender and national origin.
3. EEO should be a critical and separate element in all supervisory and managerial positions, with responsibilities for carrying out EEO and Affirmative Employment for technician personnel, (DoD 1440.1, page 5,2(f)). The CFR states that all agencies shall "review, evaluate and control managerial and supervisory performance in such a manner as to ensure a continuing affirmative application and active enforcement of the policy of equal employment opportunity.
4. EEO must also be a critical element in positions where program management actions directly affect EEO; e.g., Personnel Officers, Staffing Specialists, Classifiers, etc. State Equal Employment Managers should advise management officials on the evaluation of performance in EEO.
5. Equal Employment Opportunity and Affirmative Employment are clearly management issues. They require the personal awareness and attention of every management official.

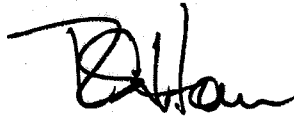
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NMAG

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By working together, we can strengthen our efforts throughout the New Mexico National Guard, and focus our energy and resources on maintaining the quality and integrity of the New Mexico National Guard in the new "Millennium."

6. The aforementioned references explain in detail how to file, process, investigate, and settle complaints of discrimination. Discrimination complaints must be filed within 45 calendar days from the date of the alleged discrimination or the date the individual became aware of the discriminatory event or action, 180 days on military complaints. All discrimination complaints will be taken seriously, and should be resolved at the lowest level possible.
7. An employee who feels that she/he was unlawfully discriminated against may request the assistance of an EEO counselor from the State Equal Employment Manager (SEEM) to assist them in resolving their discrimination complaint. Supervisors/managers will ensure that they provide the EEO counselors the time and cooperation required in their efforts of resolving discrimination issue(s). I also expect the supervisor/manager to take appropriate corrective action, when necessary.
8. Unlawful discrimination will not be tolerated in the New Mexico National Guard! If you have any questions or concerns on EEO issue, please call the State Equal Employment Manager, LTC David Sarabia at (505) 474-1228 or DSN: 867-8228.



RANDALL E. HORN, Brig Gen (NM), NMANG
The Adjutant General

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